

Quick Guide--“How to” Pages

I want to:	How to:
Change document margins	Open Inspector; click on Document Inspector (first icon) Increase or decrease margins
Insert a header or footer	Double-click at top of page (for header) or bottom of page (for footer)
Change text alignment	Use alignment buttons in toolbar at top of document
Make document two (or more) columns	Open Inspector; click on Layout Inspector (second icon) Click on Layout tab; choose number of columns
Insert a table	Click on Table button in the toolbar at top of document Edit table in Inspector (opens automatically); change number of rows, columns, etc. Choose a Header Row (gray row at top of table), Header Column (gray column at left of table) or Footer Row (gray row at bottom of table) Click on cell to type; use Tab to move to the next cell Not enough rows? Simply click tab from last cell
Sort data in my table	Open Table Inspector; click down-list arrow next to Edit Rows & Columns to choose Sort Ascending (smallest number to largest or A-Z) or Sort Descending (largest number to smallest or Z-A)
Add (or delete) a row or column to my table	Open Table Inspector; click down-list arrow next to Edit Rows & Columns to choose insert options
Merge cells in my table	Select cells to merge Open Inspector; click on down-list arrow next to Edit Rows & Columns Choose Merge Cells
Split rows or columns in my table (divide one row/ column/cell into two	Select cell/row/column to split Open Inspector; click on down-list arrow next to Edit Rows & Columns Choose Split Rows (or Split Columns)

I want to:	How to:
Insert a border	Place insertion point in text to appear with border Open Inspector Click on Text Inspector (4th icon) Click on More tab Under Border & Rules, choose border from drop-down menu Select color, distance away from text, position (above, below text, etc.)
Find clip art	Use online clip art sources: http://www.free-clipart.net/ http://www.barrysclipart.com/barrysclipart.com/ http://www.clipart-fr.com/Clipart/ http://www.teacherfiles.com/clip_art.htm http://parenting.leehansen.com/downloads/clipart/border/index.htm http://www.wpclipart.com/page_frames/holiday/index.html Or use Google to find others
Insert clip art	From a website, simple click and drag image to your document If image doesn't appear (link appears instead), drag image from website to your desktop--then to your document
See the "invisibles"	Go to View, click Show Invisibles (tabs, spaces, returns, etc.)
Make a bulleted list	Open Inspector; click on the Text Inspector Click on the List tab Under Bullets & Number, choose Text or Image Bullets
Make a numbered list	Open Inspector; click on the Text Inspector Click on the List tab Under Bullets & Number, choose Numbers or Tiered Numbers
Number pages	Click on top or bottom of page to open header or footer Go to Insert, Page Number Change placement (left, center, right) by using alignment buttons in toolbar
Zoom	Click on Zoom percentage at bottom of screen Choose size OR: go to View, Zoom